

ROUTING AND TRANSMITTAL SLIP		Date
		10 July 1985
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. ADDA		<i>[Signature]</i> 10 JUL 1985
2. DDA		<i>[Signature]</i> 11 JUL 1985
3.		
4. OOA/Reg - file		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

SUBJECT: Space and Real Property Management Reporting to OMB and GSA

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clearances, and similar actions	
FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Executive Officer to the D	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP		Date
		3 July 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXO/DDA	<i>EDL</i>	3 July
2. ADDA	<i>X</i>	2 JUL 1985
3. DDA	<i>[Signature]</i>	
4. EXO/DDA		
5. DDA REGISTRY		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

cc: Director of Logistics *Done 7/3/85*

DDA 83-1654 83-1654/1

Are we ready for a "forkcaring request"?

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
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EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt		X		
13	D/OLL				
14	D/PAO				
15	VC/NIC				
16					
17					
18					
19					
20					
21					
22					
SUSPENSE		Date _____			

Remarks

3637 (10-81)

FOR 2 Jul 85

Date

STAT



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

Executive Registry	
85-	2618

M-85-19

July 1, 1985

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: JOSEPH R. WRIGHT, JR.
DEPUTY DIRECTOR

SUBJECT: Space and Real Property Management

85-2357

On April 29, 1985, President Reagan signed Executive Order 12512 directing all executive departments and agencies to establish internal policies and systems of accountability that ensure effective use of their real property assets consistent with Federal policies on the acquisition, management and disposal of such assets. This Executive Order also directed the Office of Management and Budget to review, through the management and budget review processes, the efforts of departments and agencies toward achieving government-wide property management policies. Accordingly, the 1987 Management Review includes a cross-cutting issue on space and real property management.

The space management initiative is a continuation of previous years' reviews to achieve the President's goal of a 10 percent annual reduction in average office space utilization until a utilization rate of 135 square feet per person is reached. Departments and agencies will submit their work space management plans to the General Services Administration (GSA) in accordance with the Federal Property Management Regulations.

In order to conduct the real property utilization review, it will be necessary for each department and agency to report on its real property operations including the number of utilization reviews conducted and planned and the targets for properties to be excessed. It is also important to highlight agency efforts under Reform '88 to improve their real property management information systems. GSA will collect these data and array them for OMB's use in the management and budget review processes. A data request will be forthcoming from GSA shortly.

Your support is essential to the success of these Presidential initiatives.